Policy Group	Admissions and Registration	Policy Number	ACA-REG-01	
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	11 February 2022	Effective Date	11 February 2022	
Date Last Reviewed	21 June 2021	Due Date for Next Review	19 August 2024	

PROCEDURES
Undergraduate Admission to Zayed University

1. **General Admission Requirements for National Students**

   1.1 Applicants must have a valid U.A.E. National Identity Certificate (U.A.E. Family Book) and a valid U.A.E. passport.

   1.2 Applicants must have completed 12 years of school or submit appropriate written documentation of equivalent education attainment from the U.A.E. Ministry of Education.

   1.3 Applicants must have graduated from an accredited secondary school with the minimum admission requirements for the college they wish to apply to as outlined in the College Admission Requirements (Appendix A of the Policy).

   1.4 All high school certificates and/or equivalent must be attested by the U.A.E Ministry of Education.

   1.5 **Priority Admission**

       1.5.1 Applicants must have graduated no more than one (1) year prior to the application date for Priority 1 consideration.

       1.5.2 Applicants who exceed the one-year limit (Priority 2 and 3 applicants) will be admitted based on the availability of seats and resources.

   1.6 SAT-I or ACT scores are required for equivalency purposes by the Ministry of Education but are not required for admission.

2. **General Admission Requirements for Non-National Students**

   2.1 Applicants must have completed 12 years of school or submit appropriate written documentation of equivalent education attainment from the U.A.E. Ministry of Education.

   2.2 Applicants must have graduated from an accredited secondary school with the minimum admission requirements for the college they wish to apply to as outlined in the College Admission Requirements (Appendix A of the Policy).

   2.3 All high school certificates and/or equivalent must be attested by the U.A.E Ministry of Education.

3. **Students of Determination**

   3.1 Students of determination applications will be reviewed on a case-by-case basis by the Student Accessibility Services Department.

3.2 Students may be required to go through an internal assessment process to evaluate the accommodation needed for each student and to ensure successful integration within the ZU academic community.

3.3 Admission will be granted based on the recommendations made by the Student Accessibility Services Department.

4. General Admission Requirements for Transfer Students

4.1 Applicants must demonstrate that they are in good academic standing at the higher education institution they are attending by meeting the minimum CGPA requirement for the ZU college/academic program they wish to transfer to.

4.2 Applicants must meet the high-school admission criteria for the ZU college/academic program they wish to transfer to (see Appendix A of the Policy).

4.3 Since Arabic language is part of the curriculum, students may be required to take an Arabic language course appropriate to their level of proficiency, unless the student can provide proof of having completed an equivalent course at the current/previous institution of higher education.

4.4 A graduation requirement is to be in residence at Zayed University for a minimum of two (2) years and earn a minimum of 60 credits.

4.5 **Priority Admission**

4.5.1 For Priority 1 consideration, national applicants must not have been away from the federal higher education institution currently attending for more than one (1) year.

4.5.2 Any applicant who has been away from a federal institution of higher education for more than one (1) year or who was enrolled at a non-federal institution will be considered a Priority 2 or 3 applicant and will be admitted based on the availability of seats and resources.

5. Evaluation and Assignment of Transfer Credit

5.1 Transfer courses are normally accepted for credit at Zayed University only if there are equivalent courses in ZU's program or major and the courses have been completed within five (5) years of the application date with a grade of C or higher.

5.2 Since there are significant program content differences among higher education institutions, transfer may result in students having to repeat subjects already completed.

5.3 The applicant must submit detailed course descriptions and transcripts in English to the Admissions and Registration Department for all academic work completed at higher education institutions.

5.4 Transfer credit is designated on the academic transcript with the grade of TC. Those credits count toward completion of degree requirements but are not used to calculate cumulative grade point average at Zayed University.

6. Revision History

Date	Revision
11 February 2022	President's Decision issued (PD #29 of 2022).

21 June 2021	Approved by the Academic Council.
23 May 2021	Endorsed by a joint session of the Deans' and Provost's Councils.
25 April 2021	• Revised to be in line with new CAA requirements and subsequent amendments to the policy regarding admission and conditional admission requirements. • Section on Conditional Admission moved to the Policy.
14 April 2021	Endorsed by a joint session of the Deans' and Provost's Councils subject to rewording 4.4 *(action completed)*.
29 March 2021	• CAA requirement: Conditionally admitted students must successfully complete all their required courses and be fully admitted one semester from their date of enrollment (4.4); • Revised wording and organization for greater clarity.
11 October 2020	• Updated Effective Date: AY 2021/22; • Added Students of Determination section (3); • Added 'TC' as the official grade for transfer credits (6.4).
29 June 2020	President's Decision issued (PD #35 of 2020).
22 June 2020	Revisions approved by the Academic Council.
15 July 2019	Approved by the Vice-President (VP Decision #106 of 2019)
18 March 2018	Approved by the Vice-President (VP Decision #53 of 2018)
29 May 2017	Approved by the Vice-President (VP Decision #64 of 2017)
17 March 2016	Approved by the Vice-President (VP Decision #40 of 2016)